

CORRESPONDENCE

FILE ALL CORRESPONDENCE IN CHRONOLOGICAL ORDER IRRESPECTIVE OF
SPECIALITY
MOST RECENT CORRESPONDENCE AT THE BACK

REFERRAL LETTERS

CORRESPONDENCE

DISCHARGE LETTERS AND SUMMARIES.

SPECILATY-SPECIFIC CLINICAL RECORD

SPECILAITY SHEETS ARE FILED IN ALPHABETICAL ORDER
SPECILAITY GROUPS ARE INDENTIFIED BY NAMED SHEET

FILE MOST RECENT ENTRY AT THE BACK WITHIN EACH SPECILATY GROUP

ALL ENTRIES MUST BE DATED & SIGNED AND TIMWED WHERE APPROPRIATE

CLINICAL RECORDS INCULDE:

NARRATIVE CLINICAL NOTES
CONSENT FORMS
ANESTHETIC RECORDS
OPERATION NOTES

LIST OF SPECIALTIES

GROUPING OF SPECILAITIES FOR CLINICAL HISTORY SHEETS

GROUP	=	SPECILAITY
1. A&E and REHABILITATION	=	A&E Rehab Medicine Rheumatology
2. ANAESTHETICS	=	Anaesthetics
3. CHILD HEALTH	=	Neonatology Paediatrics
4. DERAMTOLOGY	=	Dermatology
5. ENT & AUDIOLOGY	=	Otolaryngology Audiological Medicine Audiology
6. EYES	=	Ophthalmology
7. GASTROENTEROLOGY	=	Gastroenterology
8. GYNAECOLOGY	=	Gynaecology
9. INTENSIVE CARE	=	Intensive Care Medicine
10. MATERNITY	=	Obstetrics
11. MAXILLOFACIAL	=	Oral Surgery Orthodontics Restorative Dentistry
12. MEDICINE	=	Cardiology Respiratory medicine Diabetes Endocrinology Elderly Health Clinical Haematology Infectious Disease General Medicine Neurology GP Medicine
13. ONCOLOGY	=	Oncology
14. ORTHOPAEDICS	=	Orthopaedics & Trauma
15. PAIN RELIEF	=	Pain Relief
16. RENAL	=	Renal Medicine
17. SURGERY	=	General Surgery Plastic surgery Urology

THERAPY AND NURSING NOTES

FILE THE NOTES FOR EACH EPISODE IN STRICT CHRONOLOGICAL ORDER,
MOST RECENT AT THE BACK

FILING ORDER:

PHYSIOTHERAPY
DIETICIAN
SPEECH THERAPY
OCCUPATIONAL THERAPY
SOCIAL SERVICES

NURSING ASSESSMENT
NURSING CARE PLAN
PROGRESS AND EVALUATION
COMMUNICATION REPORTS
NURSING DISCHARGE PLAN

PRESCRIPTION SHEETS & OBSERVATION CHARTS

FILE THE NOTES FOR EACH EPISODE IN STRICT CHRONOLOGICAL ORDER,
MOST RECENT AT THE BACK

FILING ORDER:

MEDICATION PRESCRIPTIONS
FLUID PRESCRIPTIONS
OBSERVATIONS CHARTS
FLUID CHARTS
WEIGHT CHARTS

INVESTIGATIONS

REPORTS TO BE FILED IN STRICT CHRONOLOGICAL ORDER ON APPRIOPRIATE
MOUNT SHEET

FILING ORDER:

BIOCHEMISTRY (green)
HAEMATOLOGY (red)
MICROBIOLOGY (yellow)
CYTOLOGY (yellow)
RADIOLOGY (blue)

IRREGULAR SIZED SHEETS TO BE FILED IN FRONT OF THE APPROPRIATE MOUNT
SHEETS.